

**WSDOT/ACEC-WA
Project Development Team Meeting
Lakewood Maintenance Facility
November 4, 2005**

Attendees

WSDOT

Ken Smith, Co-Chair

Kirk Berg

Doyle Dilley

Ron Landon

Keith Metcalf

Amir Rasaie – WSDOT

Rick Smith – WSDOT

Andrea Billingsley, Recorder

ACEC

Duncan Findlay, Co-Chair

Mike Mariano

Lisa Reid

Guests

Geoffrey Baillie, ACEC

Fred Atkinson, WSDOT

Recommendation #9 – Co-Location Training

John Villager/Doyle Dilley

There was some confusion regarding what this recommendation is really supposed to be recommending. Creating a formal training course for co-locating would be very expensive and there would have to be a great need for it to justify the cost (200+ people). It may be more beneficial to have a “look and learn” process; sitting in and watching others work through the process of co-locating.

It is important to be aware of the issues that may arise and to research all topics, so a tool can be created to help teams come together. That may be the direction this recommendation needs to take; to help put the issues and answers out there. Gathering Lessons Learned from the groups that have gone through co-location would be beneficial. From these Lessons Learned, have facilitators help other teams as they begin the process. Revise the recommendation to read, “Collect the Lessons Learned and make sure that the groups about to start this process hear and understand the them.”

Action Item: Rick Smith will gather some Lessons Learned. He will also rewrite the Co-Location Training recommendation and send it to John Villager and Doyle Dilley.

Recommendation #8 – Prequalification

Doyle Dilley

Doyle Dilley used the first part of the recommendation explaining the current process for those who were not familiar with it. This also clarifies what the problems are with the current process. However, at this time it offers no solutions other than forming a committee to conduct a review. The right players for that committee may be on this Project Delivery team.

The team sponsors would have to sanction the recommendation before moving forward. Changing this process would be a big change for WSDOT and it would be beneficial to look at other alternatives.

The team proposes forming a committee to review the current process. Ken Smith and Duncan Findlay will work with Brad Stein and Don Nelson to move this recommendation forward. It was recommended that this group study this process and the move forward with a simple change recommendation. The team recommends refining the recommendation and defining the process.

Action Item: Duncan Findlay will review statutes and RCWs regarding prequalification. He will meet with Brad Stein.

Action Item: Lisa Reid and John Villager will determine what their companies are doing in other states and jurisdictions regarding prequalification.

Action Item: Ken Smith will talk to Don Nelson to discuss any fatal flaws regarding prequalification.

Managing Consultants Training

Mike Mariano

Transpeed is creating a Managing Consultants training class for WSDOT. A handout, “Course Description, Objectives and Outline,” was distributed to the team to review. The course will contain examples of work that has been done. It will not replace the Consultant Services Manual.

One section of this course will cover quality from Consultant Contracts. This will not define what quality is, but direct how to outline what quality is expected from the Consultant. Quality from consultants has always been a major issue. Not because the product delivered isn’t quality work, but because the quality expected was never fully defined by the customer.

The target audience for this course is WSDOT staff, but it would also be beneficial for consultant project managers. The latest that this course will be delivered is January 2006. The pilot may be held in December. Fred Atkinson is putting the pilot attendees list together.

He will send an invitation to this group and the people who answered the survey.
Geoffrey Baillie asked this group to come up with examples to use in course exercises.

Action Items: Team members - If you have Consultant Cost templates for contract negotiations available, please send them to Ken Smith. Successful scopes of work, schedules, and budgets would also be helpful.

Once Fred Atkinson and Geoffrey Baillie come up with a date and a location for the pilot, they will give the information to Ken Smith to pass on to this group. Fred will also provide his phone number so that consultants in this group can contact him for information.

Highlights of New Federal Bill

Rick Smith

Handout: SAFETEA-LU Presentation

Rick Smith gave the SAFETEA-LU presentation to the group regarding the bill and what it means to our state.

Brainstorming Topics

All

Areas the team will focus on:

- Look at the SAFETEA-LU and make sure that our state is moving forward as quickly as this bill will let us. (Rick Smith is not aware of any existing group that will be doing this.)
- Environmental processes as they relate to scheduling and project delivery.
- Things that occur early in the scope that should be looked at.
- Right of way acquisitions (depending on the outcome of I-912).

QA/QC – Where do we go from here?

Ken Smith

Should this team work on providing a clearer definition of what 30%, 60%, and 90% are? It may be beneficial to take a specific area and provide a bulleted list of the expectations for 30%, 60%, and 90%, and then use it as a template for the bigger picture (a Deliverable Expectation Matrix).

Action Item: Mike Mariano and Lisa Reid will develop a framework for a Deliverable Expectation Matrix for the next meeting. Look at the Constructability Training information on the ACEC-WA/WSDOT website and see what kinds of matrixes are there.

Assignments and Deliverables

Ken Smith/Duncan Findlay

Agenda items for the next meeting

- Identify a project for this group to look at that has a schedule problem due to environmental issues, NEPA, and/or permitting.
- Follow up on the Prequalification recommendation.
- Follow up on the Co-Location recommendation.
- Consultant Cost Templates.
- Deliverable Expectation Matrix.

Next Meeting

Friday, December 2, 2005, at CH2M Hill